

Chapter 7

Cancellations and Corrections

Chapter Overview

Introduction

This chapter explains how and when to cancel or correct a previous action using one of the following actions.

- DoD Pers Act Reconstruct-NOA 911 to cancel
- DoD Correction Process
- Non-DoD Correction Process
- Pseudo SF 50

Sometimes you need to follow special procedures when the action to be canceled was taken before the employee came to work in your agency or DoD Component.

Chapter Contents

Topic	Page
Processing Cancellations	8
Processing Corrections	10
Using the DoD Reconstruction NOA 911 Process	12
Using the Pseudo SF50	16
Processing a Correction to an NTE Date	18

See Also



Module 4, Staffing Using the Modern DCPDS

Chapter 6, Mass Actions

Section: Viewing Current Pay Tables

Module 1, Fundamentals of the Modern DCPDS

Chapter 5, Updating and Viewing the Employee Record

Module 3, Processing Request for Personnel Actions Using the Modern DCPDS

Module 6, Administering Pay, Benefits, and Entitlements Using the Modern DCPDS

Chapter 2, Updating PB&E Data

Continued on next page

Chapter Overview, Continued

Before you begin

- You will process a Request for Personnel Action (RPA) with a Nature of Action (NOA) 001, Cancellation, if you need to completely wipe out a personnel action.
- If canceling a previous action results in an employee being returned to an old assignment (one that started and ended before the employee entered your modern DCPDS database), you must create the old assignment. This gives the employee a previous or “fall-back-to” assignment to return to when the cancellation is processed. You can correct a data element on an employee’s most recent personnel action, by processing the action with DoD Correction Process as provided for in the OPM Guide to Processing Personnel Actions.
- However, there will be instances when an employee’s past history must be both reconstructed and corrected. For example: an employee’s pay was set incorrectly some time ago and the original action needs to be corrected. Subsequent personnel actions involve incorrect pay because of the initial mistake. Therefore, you may have to reconstruct and correct several actions.
- When you do a Correction, all updates in the database will be as of the effective date of the corrected action. In those cases where the database must reflect this data earlier, process a DoD correction as of the employee’s hire/conversion date (as appropriate).
- All updates in the database will be as of the effective date of the action that was corrected. In any case, where the database must reflect this data earlier, process a DoD correction as of the employee’s hire/conversion date (as appropriate).
- As in Legacy, it is possible to correct an action that was not actually processed. You could correct a “change in data element” on an employee’s conversion date, update the database, suppress the SF50, and inhibit payroll interface just to correct a data element that appears on RPAs/NPAs but is not directly updateable.

Continued on next page

Chapter Overview, Continued

Before you begin (continued)



Note: **DoD Pers Act Reconstruct-911** and **DoD Correction Process** appear under the RPA on the Main Navigation Menu. If you do not see these choices on your menu selections, you do not have this responsibility and someone else whose responsibility allows them to choose Reconstruction or DoD Corrections must create the action. Once created, the initiator can route the action as necessary, including routing it to someone who does not have this responsibility.



Caution: When processing these actions, you will see these **Extra Information** Windows:

- **Control Payroll and SF50 Output for DoD Corrections.**
- **Control Payroll and SF50 Output for Pre-Conv Cancellations/Corrections.**

These windows allow the user to create or inhibit production of the Notification of Personnel Action and to create or inhibit output of a payroll transaction to DFAS for the transaction being processed. **It is crucial to exercise these choices correctly.** If you are uncertain how these windows should be completed, be sure to get help from someone in authority – do not guess!

Should You Cancel or Correct?

The following decision logic table may help you decide what menu choice(s) to use for a cancellation or correction. If you are unsure of which action to choose, talk to your supervisor or lead personnelist.

Decision	Action	
	If...	Then...
	You need to cancel or correct any personnel action originally done in modern DCPDS with no need to change data that existed before the transaction.	Process NOA 001 or 002 . Note: Data is changed as of the effective date of the action. All actions processed after this date must be reviewed for possible impact.

Continued on next page

Chapter Overview, Continued

Should You Cancel or Correct? (continued)

Decision	Action	
	If...	Then...
	An NOA 1XX was processed before or outside of modern DCPDS Region, and the person will no longer be an Employee.	<p>Process NOA DoD Pers Act Reconstruction–911 to recreate the 1XX to be canceled; then process NOA 001 to cancel the reconstructed action.</p> <p>Note: For 1XX reconstruction, you must update both the person and position to show an obligation to the employee whose appointment is being reconstructed.</p>
	<p>The action being corrected or canceled was external to the current Region; and there is no impact on the employee's current assignment.</p> <p>Examples:</p> <ul style="list-style-type: none"> • 1XX: Person will remain an employee in the modern DCPDS (e.g., 1998 appointment in Forest Service has to be canceled; then DoD agency hired person from an OPM certificate in 2000). 	<ol style="list-style-type: none"> 1. Use the “Pseudo 50” to produce a Notification of Personnel Action for cancellation of a prior action that has no impact on an employee's current assignment or employment status. 2. Use DoD Correction NOA 002 with the last personnel action if necessary to correct employee data such as SCD, current Step In Grade, etc. <p>Note: Coordination with previous payroll entity may be necessary.</p>

Continued on next page

Chapter Overview, Continued

Should You Cancel or Correct? (continued)

Decision	Action		
	If...	Then...	
	<ul style="list-style-type: none"> • 2XX: Employee was hired after this action in another agency; converted to the modern DCPDS in a duty status • 3XX: Employee was wrongfully separated outside/before conversion and subsequently brought on the rolls in an <i>unrelated</i> accession; they will remain an employee in current position. 		
	<p>3XX: Person was wrongfully separated before conversion. Separation must be canceled and the person made whole as if the separation never occurred.</p>	<p>1. Since employee never existed in the database, use the NOA of applicable personnel actions to recreate his/her employment history, no need for 911, cancellation, or correction.</p> <p>2. Use the Pseudo 50 to document cancellation of wrongful separation.</p> <p>Note: User must be prepared to input pay values for periods of time earlier than the modern DCPDS pay tables that exist in the system.</p>	

Continued on next page

Chapter Overview, Continued

Should You Cancel or Correct? (continued)

Decision	Action		
	If...	Then...	
	7XX: (Other than extensions and name change) when current assignment is effected.	<ol style="list-style-type: none"> 1. Use 911 to recreate the last assignment action before the 7XX that is to be corrected or canceled. 2. Then use 911 to recreate the 7XX to be canceled or corrected. 3. Use appropriate NOA (001, 002, DoD Correction) to complete what needs to be done. <p>Note: The first 911 action establishes history, so the next assignment action will have a good “from” side on the NPA.</p>	
	An old action where pay was set wrong must be corrected, and all subsequent transactions that involved pay must be corrected.	<ol style="list-style-type: none"> 1. Use 911 to recreate the last action where pay was correct, or the original appointment, whichever occurred later. 2. Use 911 to recreate the next pay-affecting action (this should be the one where the original pay error occurred). 3. Use the DoD Correction-002 or normal 002 (user’s choice; either method will work) to correct the pay on the transaction created in step 2. 4. Repeat steps 2 and 3 until the pay is corrected. 	

Continued on next page

Chapter Overview, Continued

Should You Cancel or Correct? (continued)

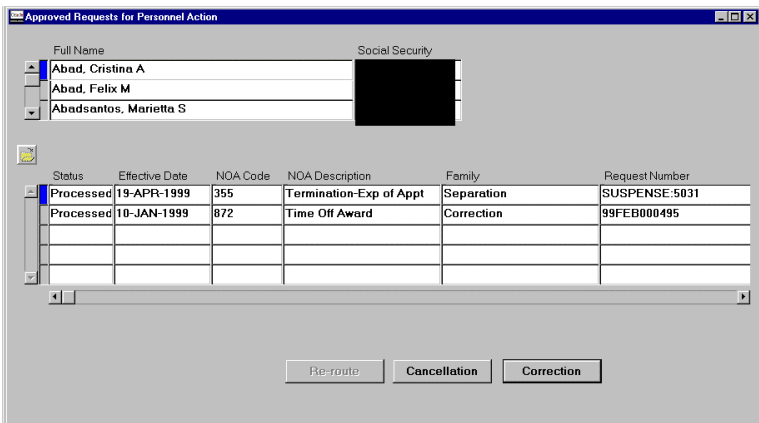
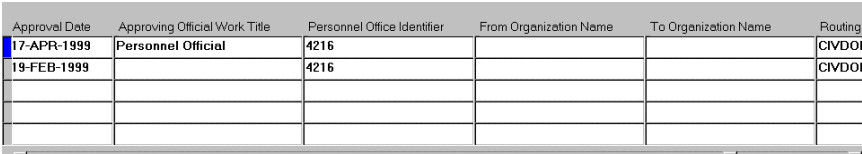
Decision	Action		
	If...	Then...	
		<p>5. Repeat step 3 on the modern DCPDS transactions until all necessary corrections are completed.</p> <p>Note: Normally, the user would inhibit payroll interface for the 911 actions, but would need to flow payroll interface for all of the corrections in this series of transactions.</p>	

Processing Cancellations

Purpose

This procedure guides you through the steps to process a Cancellation. If you use the **<Correction>** Taskflow Button, you can correct only data fields entered on the current RPA.


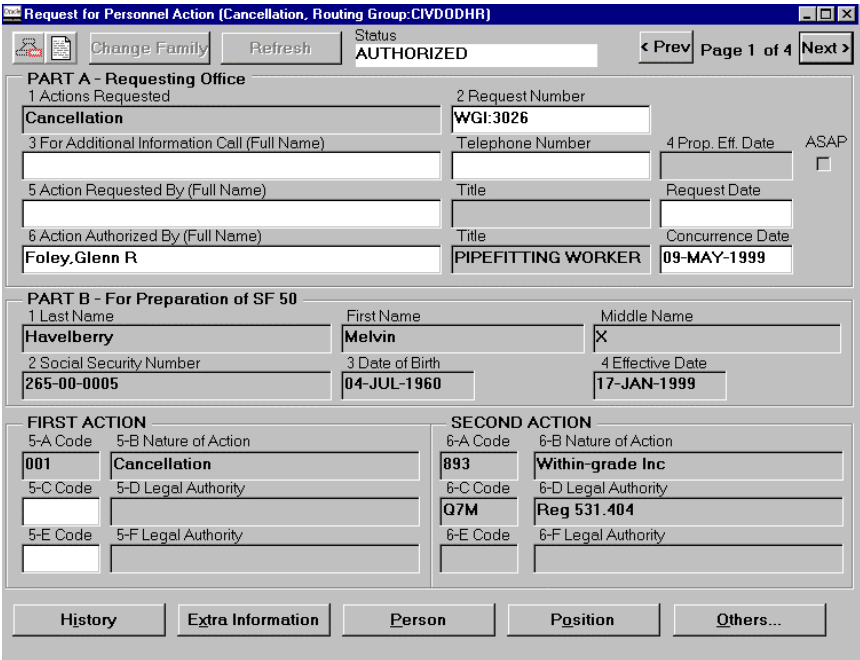
Canceling an Action

Step	Action
1	From the Navigation List → <i>Request for Personnel Action</i> → <i>Cancellation/Correction</i> → <Open> .
2	<p>The Approved Requests for Personnel Action Window displays. With your cursor in the <i>Full Name</i> data field, query for the employee whose action you are canceling.</p>  <p>Click the bottom scroll bar to view remaining data fields:</p> 
3	The employee's name and Social Security data fields populate in the top region. The bottom region populates with actions processed for that employee. With the <i>Current Record Indicator</i> , click the action you need to cancel.

Continued on next page

Processing Cancellations, Continued

Canceling an Action (continued)

Step	Action
4	<p>Click <Cancellation>.</p> <p> Note: If the Effective Date is a future date, both Cancellation and Correction Taskflow buttons are grayed out. Click <Re-route> to send the action back to your Civilian Inbox and cancel it from the Inbox.</p>
5	<p>The RPA displays. FIRST ACTION, <i>Block 5-A Code</i>, Nature of Action, populates. Complete any remaining data fields that are white.</p> 
6	Click Save on the Toolbar.
7	The Decision Window displays asking if you wish to route the RPA now. Click < Yes >. The Routing Window displays. Save and route or update your RPA, as described in Module 3, Processing Requests for Personnel Action Using the Modern DCPDS.
8	Click < OK >. The Civilian Inbox displays. Exit the window.

Continued on next page

Processing Corrections

Purpose

This procedure guides you through the steps to process a correction on current actions.



Note: To make current corrections, use *Cancellation/Correction* on the **Navigator** Window. To correct past actions and to open all data fields on the RPA, use *DOD Personnel Act Reconstruct-911*. This procedure is covered in this chapter.

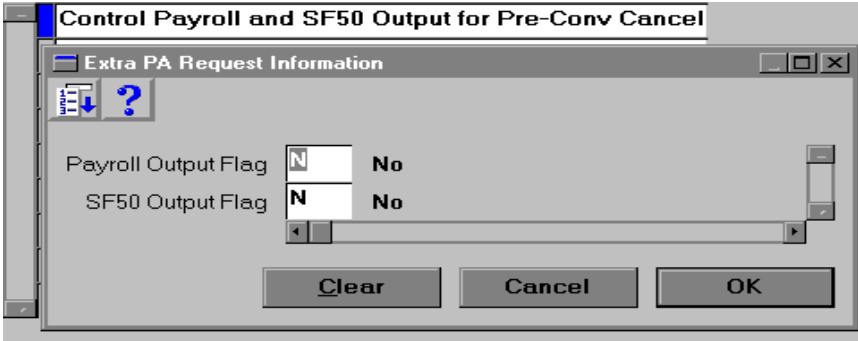
Processing a Correction

Step	Action
1	On the Navigation List → <i>DOD Personnel Act Reconstruct-911</i> → <i><Open></i> .
2	The RPA displays. Click <i><Change Family></i> . The Families Window displays. Select <i>DOD Correction Process-002</i> . Click <i><OK></i> .
3	With your cursor in Part B , Block 1, <i>Last Name</i> , click the LOV to select the employee's name to which the action applies or type in the information.
4	With your cursor in Part B , Block 4, Effective Date , select the effective date of the action to be corrected.
5	With your cursor in Block <i>5-A Code</i> , select the NOA to be corrected preceded by a "C."
6	With your cursor in Part B , Block <i>5-C Code</i> ; select the correct Legal Authority Code(s). This data field must be entered.
7	Click and complete 'only' the data fields that need to be corrected.
8	Click to Page 4, Remarks , and make any necessary input.
9	Click <i><Extra Information></i> on the bottom of the RPA. The Extra PA Request Information Flexfield Window displays.

Continued on next page

Processing Corrections, Continued

Processing a Correction (continued)

Step	Action
10	<p>Click Control Payroll and SF50 Output for Pre-Conv Cancellations/Corrections. The Extra PA Request Information Window displays. Click Yes or No on the data field, Payroll Output Flag, to indicate if a payroll interface transaction must be sent to DFAS for the reconstructed action. Click Yes or No on the data field, SF50 Output Flag, to indicate if an NPA is to be produced.</p> <p>Example:</p> 
11	Click <OK> . Save your action.
12	Update HR as described in Module 3, Processing Requests for Personnel Action Using the Modern DCPDS.

Continued on next page

Using the DoD Reconstruction Process

Purpose The purpose of this procedure is to process cancellation and correction actions on an employee record that was processed before or outside the modern DCPDS.

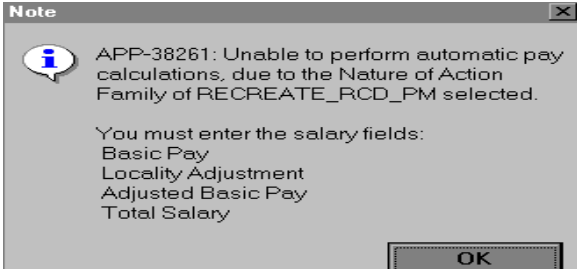

Using the DoD Reconstruction Process You should DateTrack to the effective date of old personnel actions before beginning work on them. If you do not choose to date track, remember to input the effective date before you choose the person on your RPA. This will prevent the system's internal refresh process from retrieving current rather than past assignment data and prevent many problems.

Step	Action
1	From the Navigation List → <i>DOD Pers Act Reconstruct-911</i> → <Open> .
2	The RPA Window displays. Complete Part A, Requesting Office , as you normally would. In Part B, For Preparation of SF50 , choose the employee to whom the action applies by entering the employee's name in Block 1 or the SSAN in Block 2.
3	Block 4, Effective Date , is the same as the effective date of the action being reconstructed. Click the LOV to access the Calendar to input the date.
4	In Block 5-A, Code , the Nature of Action is prefixed by a "C". For example, C702. The NPA will not display the "C" prefix. Use the Authority Code that was used for the personnel action being reconstructed.
5	On Page 2 of the RPA, the FROM INFORMATION will be blank and greyed out. This initial reconstruction provides a starting point so the follow-on action, the one that needs to be created and documented, will have the correct FROM and TO INFORMATION .

Continued on next page

Using the DoD Reconstruction Process, Continued

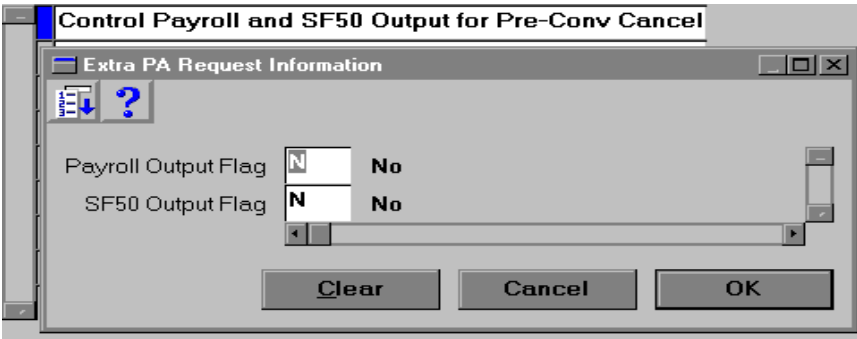
Using the DoD Reconstruction Process (continued)

Step	Action
6	<p>On Page 2 in the TO INFORMATION, select the position in Block 15 as you would on any other RPA. If you input a step in Block 19, <i>Step or Rate</i>, you receive this Message Box:</p> 
7	<p>Click <OK>. Enter what the employee's pay was on the original action date. If the information was incorrect, you would input the incorrect data as it appeared on the NOA, then you would process a 002 Correction.</p> <p> Note: Type in whole dollar amounts, without any formatting such as the dollar sign, commas, or periods. The system will provide the formatting. After you input the basic pay, locality, and adjusted basic pay, the system will total them in the total salary block.</p>
8	<p>On Page 3 of the RPA, input any missing data as it was on the effective date of the action being reconstructed. The source document for this information will normally be an NPA.</p>
9	<p>On Page 4 of the RPA, input other information, as required, such as Remarks or Extra Information.</p>
10	<p>Save your action.</p>

Continued on next page

Using the DoD Reconstruction Process, Continued

Using Extra Information

Step	Action
1	Click <Extra Information> . The Extra PA Request Information Window displays.
2	<p>Click Control Payroll and SF50 Output for Pre-Conv Cancellations/Corrections. The Extra PA Request Information Window displays. Click Yes or No in the data field, Payroll Output Flag, to indicate if a payroll interface transaction must be sent to DFAS for the reconstructed action. Click Yes or No in the data field, SF50 Output Flag, to indicate if an NPA is to be produced.</p> <p>Example:</p> 
3	Click <OK> . Save your action.
4	Update HR as described in Module 3, Processing Requests for Personnel Action Using the Modern DCPDS.

Continued on next page

Using the DoD Reconstruction Process, Continued

Verifying Your Transaction

You may want to check the assignment history on the employee after the transaction processes.

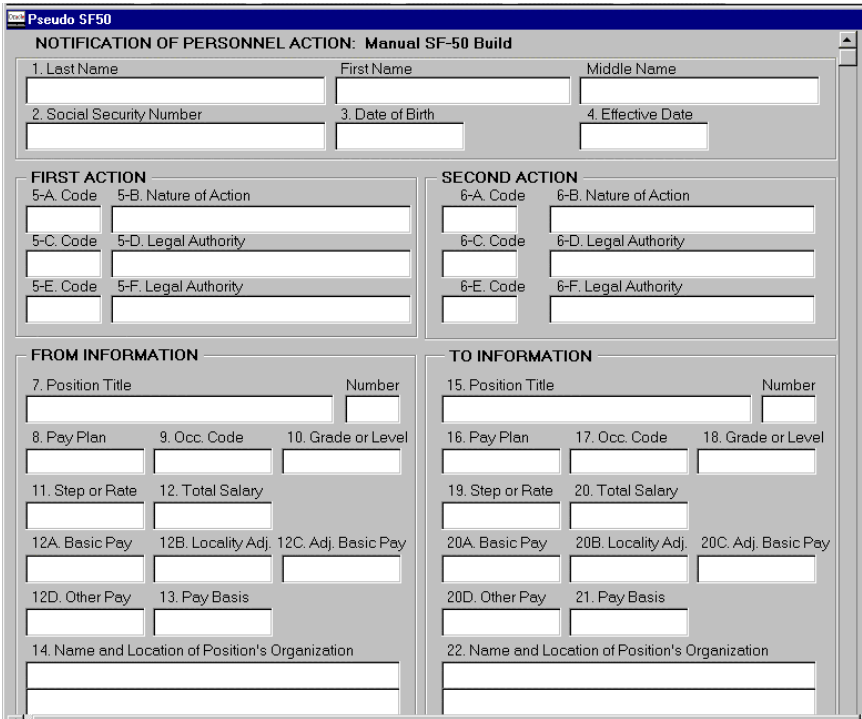
Step	Action
1	From the Navigation List → <i>View</i> → <i>Histories</i> → <i>Employee Assignment</i> → <Open> .
2	The Assignment History Window displays. Type in the name of the employee whose action you wish to check. Click <Find> to view the action.
3	The action can now be processed using the correct NOAs.

Using the Pseudo SF50

Purpose

This procedure guides you through the steps for using a Pseudo SF50. The Pseudo SF50 will not update the database. It will only produce a Notification of Personnel Action (NPA) for cancellation of a prior action that has no impact on an employee's current assignment or employment status.

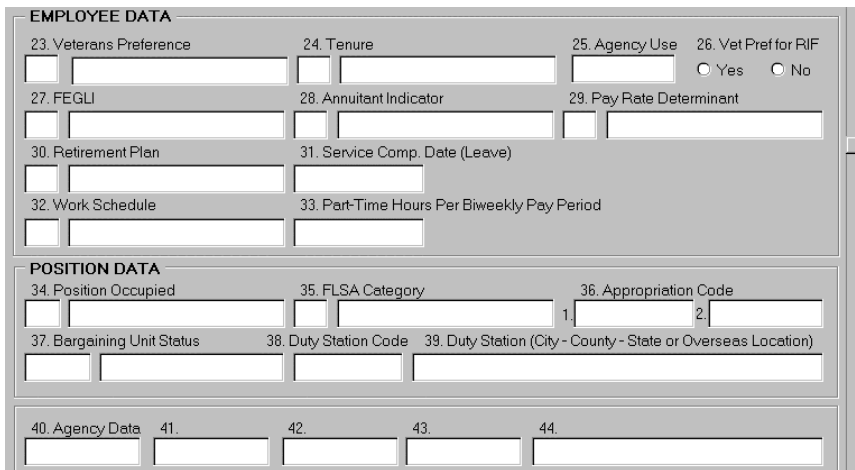
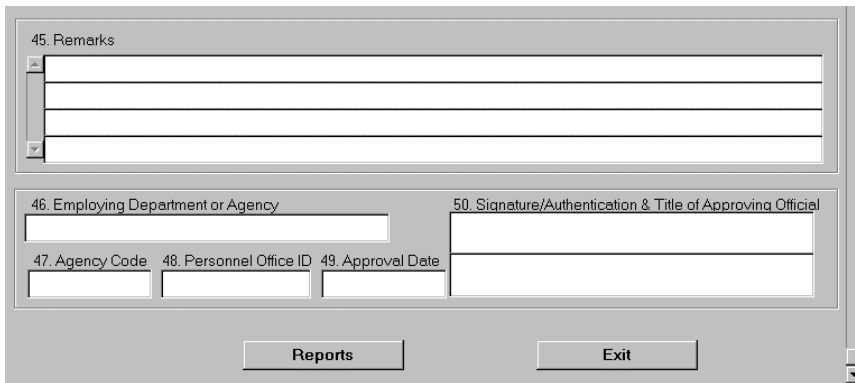
Using the Pseudo SF50

Step	Action
1	From the Navigation List → <i>PSEUDOSF50</i> → <Open> .
2	<p>The Pseudo SF50 Window displays. With your cursor in Block 1, type the employee's last name and [TAB] key. The LOV displays and populates the rest of the information; e.g., first name, SSAN, Date of Birth. You cannot use the SSAN to get the LOV. This window has 50 data elements and two taskflow buttons, <Reports> and <Exit>. This NPA is not broken into four pages as the regular RPA.</p>  <p>The screenshot shows the 'Pseudo SF50' window with the title 'NOTIFICATION OF PERSONNEL ACTION: Manual SF-50 Build'. It contains several sections of data entry fields:</p> <ul style="list-style-type: none"> PERSONNEL ACTION: Fields for 1. Last Name, First Name, Middle Name, 2. Social Security Number, 3. Date of Birth, and 4. Effective Date. FIRST ACTION: Fields for 5-A. Code, 5-B. Nature of Action, 5-C. Code, 5-D. Legal Authority, 5-E. Code, and 5-F. Legal Authority. SECOND ACTION: Fields for 6-A. Code, 6-B. Nature of Action, 6-C. Code, 6-D. Legal Authority, 6-E. Code, and 6-F. Legal Authority. FROM INFORMATION: Fields for 7. Position Title, Number, 8. Pay Plan, 9. Occ. Code, 10. Grade or Level, 11. Step or Rate, 12. Total Salary, 12A. Basic Pay, 12B. Locality Adj., 12C. Adj. Basic Pay, 12D. Other Pay, 13. Pay Basis, and 14. Name and Location of Position's Organization. TO INFORMATION: Fields for 15. Position Title, Number, 16. Pay Plan, 17. Occ. Code, 18. Grade or Level, 19. Step or Rate, 20. Total Salary, 20A. Basic Pay, 20B. Locality Adj., 20C. Adj. Basic Pay, 20D. Other Pay, 21. Pay Basis, and 22. Name and Location of Position's Organization.

Continued on next page

Using the Pseudo SF50, Continued

Using the Pseudo SF50 (continued)

Step	Action
3	<p>Type in everything you need on the final SF50, to include codes as well as clear text. Use the scroll bar on the right side to view the entire window.</p>  <p>The screenshot shows the Pseudo SF50 form with the following sections:</p> <ul style="list-style-type: none"> EMPLOYEE DATA <ul style="list-style-type: none"> 23. Veterans Preference: <input type="checkbox"/> <input type="text"/> 24. Tenure: <input type="checkbox"/> <input type="text"/> 25. Agency Use: <input type="text"/> 26. Vet Pref for RIF: <input type="radio"/> Yes <input type="radio"/> No 27. FEGLI: <input type="checkbox"/> <input type="text"/> 28. Annuitant Indicator: <input type="checkbox"/> <input type="text"/> 29. Pay Rate Determinant: <input type="checkbox"/> <input type="text"/> 30. Retirement Plan: <input type="checkbox"/> <input type="text"/> 31. Service Comp. Date (Leave): <input type="checkbox"/> <input type="text"/> 32. Work Schedule: <input type="checkbox"/> <input type="text"/> 33. Part-Time Hours Per Biweekly Pay Period: <input type="checkbox"/> <input type="text"/> POSITION DATA <ul style="list-style-type: none"> 34. Position Occupied: <input type="checkbox"/> <input type="text"/> 35. FLSA Category: <input type="checkbox"/> <input type="text"/> 36. Appropriation Code: 1. <input type="text"/> 2. <input type="text"/> 37. Bargaining Unit Status: <input type="checkbox"/> <input type="text"/> 38. Duty Station Code: <input type="checkbox"/> <input type="text"/> 39. Duty Station (City - County - State or Overseas Location): <input type="checkbox"/> <input type="text"/> 40. Agency Data: <input type="checkbox"/> <input type="text"/> 41. <input type="checkbox"/> <input type="text"/> 42. <input type="checkbox"/> <input type="text"/> 43. <input type="checkbox"/> <input type="text"/> 44. <input type="checkbox"/> <input type="text"/>
4	<p>Use the scroll bar on the right side of the window to move to the end of the form. Once all data is entered, click Save on the Toolbar.</p>  <p>The screenshot shows the bottom portion of the Pseudo SF50 form:</p> <ul style="list-style-type: none"> 45. Remarks: A scrollable text area with a vertical scrollbar on the right. 46. Employing Department or Agency: <input type="text"/> 47. Agency Code: <input type="text"/> 48. Personnel Office ID: <input type="text"/> 49. Approval Date: <input type="text"/> 50. Signature/Authentication & Title of Approving Official: <input type="text"/> Buttons: Reports and Exit
5	<p>Click <Reports>. This will transmit the Pseudo SF50 to your default printer.</p>
6	<p>When you are finished, click <Exit> on the bottom of the window to return to the Navigator Window.</p>

Processing a Correction to an NTE Date

Purpose

This procedure guides you through the steps to correct an NTE Date when the original action was taken in the modern DCPDS. If the action was taken outside the modern DCPDS, follow the Decision Logic Table in Chapter 1, Building an Applicant, module 4, Staffing Using the Modern DCPDS.

See Also



Module 4, Staffing Using the Modern DCPDS
Chapter 4, Placement Actions
Section: Processing a Not-to-Exceed (NTE)

Correcting an NTE Date

Even though the NTE date is grayed out, you can correct this data field by following this process.

Step	Action
1	Open the RPA that needs a correction. With your cursor in the 6-A-Code data field, press the [Tab] key.
2	The PA Request Second NOA Insertion Values Window displays. Type in the correct NTE date.
3	Click <OK> .
4	The correct NTE date displays in 6-B Nature of Action .